

U. S. DEPARTMENT OF COMMERCE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NATIONAL OCEAN SERVICE

DISABLED VETERANS

FISCAL YEAR 1997

(October 1, 1996 through September 30, 1997)

ACCOMPLISHMENT REPORT

AND

FISCAL YEAR 1998

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS FY 1997 ACCOMPLISHMENT REPORT

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National Ocean Service

Silver Spring Metro Center Building 4, 1305 East West
Highway, Silver Spring, Maryland 20910

Agency Address

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NUMBER OF EMPLOYEES COVERED BY THIS PLAN: 1260

TOTAL DISABLED VETERANS: 22

TOTAL DISABLED VETERANS WITH 30% OR MORE DISABILITY: 4

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ORGANIZATIONAL LEVEL: AGENCY X REGION COMMAND
INSTALLATION HEADQUARTERS

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Jocelyn B. Martin (301) 713-3074
NAME OF PERSON PREPARING PLAN TELEPHONE NUMBER

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Jocelyn B. Martin, EEO Program Manager

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

SIGNATURE OF PRINCIPAL EEO OFFICIAL DATE

Nancy Foster, Assistant Administrator Ocean Service and Coastal
Zone Management

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF RESPONSIBLE OFFICIAL DATE

(Data as of September 30, 1997)

POLICY STATEMENT

The National Oceanic and Atmospheric Administration (NOAA) will continue its affirmative efforts to recruit, hire, place, and advance those who are disabled veterans, especially veterans with disabilities of 30 percent or more.

Over the last twenty-one years since the enactment of the Vietnam Era Veterans Readjustment Assistance Act, as amended, NOAA has successfully provided on-the-job training for some of the disabled veterans who were clients of the Department of Veterans Affairs or able to participate in a Veterans Readjustment Appointment Program.

NOAA has also taken advantage of the provisions in the Civil Service Reform Act of 1978 that present opportunities to directly hire those veterans entitled to a ten-point preference due to a compensable service-connected disability of 30 percent or more. We will continue to ensure that disabled veterans have equal access to available employment and promotion opportunities.

Managers and supervisors at all levels have the responsibilities and should make every effort to hire, place, train, and promote disabled veterans.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 1997 ACCOMPLISHMENT REPORT

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- * SUMMARY ANALYSIS OF WORK FORCE
- * RECRUITMENT METHODS
- * HIRING METHODS
- * INTERNAL ADVANCEMENT METHODS
- * NOTEWORTHY ACCOMPLISHMENTS
- * MONITORING AND EVALUATION

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WORK FORCE ANALYSIS

NOS Disabled Veterans Employment

As of September 30, 1996, there were 1335 permanent employees in NOS's work force. Disabled veterans represented 28 (2.1%) and disabled veterans who are 30% or more disabled represented 5 (0.4%).

As of September 30, 1997, there were 1260 permanent employees in NOS's work force. Disabled veterans represented 22 (1.7%) and disabled veterans who are 30% or more disabled represented 4 (0.3%).

OCCUPATIONAL CATEGORIES

PROFESSIONAL

Of the 623 employee in the Professional occupation category, disabled veterans represented 7 (1.1%) and disabled veterans who are 30% or more disabled represented 0 (0.0%). Disabled veterans are primarily represented in grades GS 9-12 and GS 13-15 in the professional category. There are no disabled veterans who are 30% or more disabled represented in the professional category.

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OCCUPATIONAL CATEGORIES (con't)

ADMINISTRATIVE

Of the 277 employees in the Administrative occupation category, disabled veterans represented 5 (1.8%) and disabled veterans who are 30% or more disabled represent 0 (0.0%). Disabled veterans are primarily represented in grades GS 9 - 12 and GS/GM 13 - 15 in the administrative occupation category. Disabled veterans who are 30% or more disabled are not represented in this category.

TECHNICAL

Of the 223 employees in the Technical occupation category, disabled veterans represented 4 (1.7%) and disabled veterans who are 30% or more disabled represented 2 (0.9%). Disabled veterans and disabled veterans who are 30% or more disabled are primarily represented in grades GS 1 - 4, and GS/GM 13 - 15 in the technical occupational category.

CLERICAL

Of the 70 employees in the clerical occupation category, disabled veterans represent 1 (1.4%) and disabled veterans who are 30% or more disabled represented 0 (0.0%).

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OCCUPATIONAL CATEGORIES (con't)

OTHER

Of the 3 employees in the Other occupation category, disabled veterans and disabled veterans who are 30% or more disabled are not represented.

SENIOR EXECUTIVE SERVICE

Of the 11 employees in the Senior Executive Service (SES), there are no disabled veterans or disabled veterans who are 30% or more disabled.

BLUE COLLAR EMPLOYMENT

Of the 64 employees in Blue Collar occupations, disabled veterans represented 5 (7.8 %) and disabled veterans who are 30% or more disabled represented 2 (3.1%).

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RECRUITMENT METHODS

The recruitment methods listed below provide a summary of the various actions taken to recruit disabled veterans. The methods also include some of the special efforts made to recruit 30 percent or more disabled veterans.

1. Requested the distribution of job announcements to local VA offices, as well as veterans' organizations, such as, Paralyzed Veterans of America and Black Veterans Association.
2. Visited Federal, National, State and local organizations that are concerned with the employment of veterans with disabilities. Informed them of NOS functions and encouraged them to assist us with our recruitment activities.
3. Participated in activities representing NOAA at the following Annual conferences: The President's Committee on the Employment of Persons with Disabilities, and the Disabled American Veterans.

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HIRING METHODS

The following options are encouraged to hire disabled veterans, including those with disabilities of 30 percent or more.

1. Use the Veterans Readjustment Appointment (VRA) authority to hire and train disabled veterans in positions in which they can become fully qualified in approximately two years.
2. Provide temporary appointments to veterans with a 30 percent or more disability and, when possible convert them to career-conditional appointments.

INTERNAL ADVANCEMENT METHODS

1. Request that vacancy announcements that state "status applicants only" include candidates under a special appointment authority; and inform the selecting officials of possible affirmative employment opportunities to advance veterans with disabilities.
2. Encourage all NOS employees to participate in the Career Enhancement Plan Process (CEPP). This program is voluntary for employees. It is designed to help employees reach their fullest potential. With supervisory approval, the employee can receive training, take advantage of rotational assignments, special projects, and participate in the Mentoring Program.

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INTERNAL ADVANCEMENT METHODS (con't)

3. Referred qualified disabled veterans for promotion when opportunities were available.

NOTEWORTHY ACCOMPLISHMENT

NOS's noteworthy accomplishments were limited during FY 97. However, we did work closely with the NOAA Civil Rights Office to plan a NOAA Disabilities Work Shop. NOS had approximately 40 supervisors, managers, and employees to attend.

MONITORING, REVIEWING AND EVALUATION

The implementation of the NOS FY 1997 Disabled Veterans Affirmative Action Plan was monitored by the NOS EEO Program Manager.

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- * IMPLEMENTATION AND MONITORING

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RECRUITMENT METHODS

The following recruitment methods will be used to seek out applicants who are disabled veterans. Those methods will include special efforts to recruit veterans who are 30 percent or more disabled.

1. Work with veterans rehabilitation counselors and centers in the referral and placement of disabled veterans.
2. Participate actively in representing NOAA at the following Annual Conferences: The President's Committee on the Employment of Persons with Disabilities and the Disabled American Veterans.
3. Request the distribution of job announcements to local VA offices, as well as veterans' organizations, such as, Paralyzed Veterans of American and Black Veterans Association.

HIRING METHODS

The following strategies will be used to hire disabled veterans; including those veterans with disabilities of 30 percent or more.

1. Use the VRA authority to hire and train disabled veterans in positions in which they can become fully qualified in approximately two years.

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HIRING METHODS (con't)

2. Seek opportunities to provide temporary appointments to veterans with a 30 percent or more disability and, when possible, convert them to career-conditional appointments.
3. Provide employment, when possible, to those who complete on-the-job training or unpaid work experience programs in a noncompetitive manner.
4. Work with the Veterans Administration and participate in programs and initiatives which provide hiring and recruitment opportunities for disabled veterans, especially those who are 30% or more disabled.

INTERNAL ADVANCEMENT METHODS

The following methods will be used to help provide internal advancement to those veterans with disabilities; including those who are 30 percent or more disabled.

1. Request that selecting officials refer to Veterans Preference category listed on SF-171 forms by disabled veterans seeking promotion.
2. Provide crossover training and developmental assignments to those disabled veterans interested in further career advancement.
3. Provide training for managers and supervisors about the placement and counseling of disabled veterans.

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IMPLEMENTATION AND MONITORING

NOS Line and Staff Offices will receive copies of this accomplishment report and plan. Copies will also be provided to the NOS Human Resources Office. The NOS Line Office AEP Coordinators, in coordination with their Line Administrative Staff will implement this plan.

The implementation of the NOS plan will be monitored by the NOS EEO Program Manager.

A P P E N D I C E S

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

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DISABLED VETERANS EMPLOYMENT BY LINE OFFICES

LINE OFFICE	Total Permanent Work force	Total Disabled Veterans	30% or more Disabled Veterans
AA Office	58	2	0
National Geodetic Survey	258	5	1
Coast Survey	310	4	1
Aeronautical Charting and Cartography	340	10	2
Ocean and Earth Science	13	0	0
Ocean Resources Conservation and Assessment	165	1	0
NOS Wide Employment	1260	22	4

Data as of September 30, 1997